

# WELCOME ABOARD



**4TH TANK BATTALION  
4TH MARINE DIVISION  
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Congratulations on your assignment to 4th Tank Battalion Marines like you have preserved our proud history since initial activation in 1950. In this welcome board package you should find the answers to most of your questions. However, please feel free to contact the unit with any that still exist.

## **Reporting Aboard:**

When reporting to the unit please arrive in the Service A uniform unless told otherwise. If you are Reserve, bring your initial issue of uniforms and equipment as it will be inventoried and any shortfalls will be ordered. You will report to S-1 (Administration) where you will be given a check-in sheet and further guidance. Your sponsor will assist you with getting oriented and completing the check-in process.

## **HISTORY OF 4TH TANK BATTALION**

History  
53 Days

The history of the 4th Tank Battalion is an active one and typifies the role of the Marine Corps Reserve.

First formed in World War II, it was composed, with the exception of two officers, entirely of reserve personnel. It participated during the campaigns for Kwajalein, Saipan, Tinian, and on Iwo Jima. Of particular note, it holds distinction as the first unit to capture Japanese mandated territory in the Pacific during the war.

Late in 1946, a group of World War II veterans began meeting at the Marine Corps Recruit Depot on a volunteer basis.

This established foundation for the first organized Marine Corps Reserve unit in San Diego. Officially designated as the 11th Tank Battalion in 1947, a headquarters staff and a tank company formed.

In July, 1950, the unit activated for the Korean Conflict and San Diego reservists formed the nucleus of Company B, 1st Tank Battalion, at Camp Pendleton. Serving with distinction, this unit participated in the landings at Inchon and Wonsan, fighting to Hagaru and Koto-Ri. Company B remained in the KTO through the armistice.

During May 1952, the unit relocated to MCRD San Diego and reflagged as 1st Tank Battalion. In 1958, the battalion moved to Camp Elliot and was redesignated 4th Tank Battalion, Force Troops, Fleet Marine Force, USMCR during July 1962.

Today, 4th Tank Battalion is the only reserve tank battalion in the Marine Corps. Six companies strong, it is also the largest tank battalion in the U.S. Military. Spanning the continental United States, units are located in San Diego, California; Yakima, Washington; Boise, Idaho; 29 Palms, California; Fort Knox, Kentucky; Camp Lejeune, North Carolina; and in Hialeah, Florida.

The 4th Tank Battalion motto is "53 days." When Marine reservists were activated for the Korean Conflict, it was just 53 days until they participated in their first combat action - the landing at Inchon during September 1950. Between November 1990 and January 1991, 4th Tank Battalion was mobilized in support of Operation Desert Shield/Storm. Elements of the battalion were "in country" and combat ready within 32 days of activation. A large portion of the Battalion, over the previous five years, activated in support of Operation Iraqi Freedom; several units on more than one occasion. Elements continue service in support of the Global War on Terrorism to this day.

#### **MARINE FORCE RESERVE MISSION**

The mission of Marine Forces Reserve (MARFORRES) is to augment and reinforce active Marine forces in time of war, national emergency or contingency operations, provide personnel and operational tempo relief for the active forces in peacetime, and provide service to the community. Equipped and trained to the same rigorous standards as our active Marine forces, to include joint operations, MARFORRES personnel will be trained and educated to the highest levels, and provide rapid response when called upon. As versatile Continental Marines, MARFORRES personnel will be ever ready to alleviate the intense personnel and operational tempo of active forces in peacetime. As citizen-Marines, the men and women of MARFORRES will be community beacons by living the Marine Corps' story of daily service to family, community and nation. The largest command in the Marine Corps, MARFORRES stands ready to answer the nation's call at home and abroad.

#### **4TH TANK BATTALION MISSION**

To provide Expeditionary armored combat power for the Marine Division utilizing maneuver, armor protected firepower and shock effect to close with and destroy the enemy.

4th Tank Battalion is a self sustaining, autonomous command capable of completing all tasks associated with the regular force. When necessary, it provides combat ready tank crews, units and individual Marines to reinforce the active component in support of current and future contingency requirements.

## **WELCOME ABOARD FROM THE COMMANDING OFFICER**

Welcome to 4th Tank Battalion. We are one of the finest because of **YOU** the Marine. Your individual military appearance, your enthusiasm and devotion to duty contribute to our outstanding reputation as a unit. Other contributing factors are the unit's strict policies concerning unauthorized absences and the use of controlled substances. These behaviors **WILL NOT** be tolerated! In order to continue with the success of this unit, effective communication between all levels of the command is vital in carrying on our mission: Therefore, the use of you chain of command is a requirement for all personnel. By complying with these and other Marine Corps policies, we will continue to represent the Marine Corps in an exemplary fashion.

**What the Unit Expects From You.** As a reservist, you will be required to juggle two careers. A typical reservist belonging to this unit either works full time or attends one of the many colleges found in the area. You will find that time management of both lifestyles is most important if you are to become successful. Poor time management leads to one of your careers coming into conflict with the other.

Always remember you are a Marine 24 hours a day and act accordingly. The Marine Corps works hard to create a positive image that earns the respect of the community. You are that image. The Marine Corps has instilled its "Core Values" of Honor, Courage, and Commitment in you, and we expect you to maintain these values despite the distractions around you. As with all Marines, we expect and demand 100% effort and a positive attitude in accomplishing the unit's mission. You must be able to put away other concerns and become an effective team member in this unit when we drill. Anything less will not be accepted.

**What to Expect from this Unit.** As a member of this unit, you will be treated with dignity, compassion, and respect, without fear of any negative or biased treatment because you are one of the family. You will receive innovative, challenging training and instruction in your MOS. Also, you will be given every opportunity to excel and be promoted in a most challenging environment. Words of advice are hit the ground running! Be tactfully and technically proficient. We are all Marines on a mission; let us achieve our goal together!

### **Chain of Command, Drill Schedule and Annual Training**

Please see your platoon sergeant for the latest chain of command unit organization structure and updated drill schedule. Additionally, one is included with the monthly hotline. Your platoon sergeant will also assist you in choosing an Annual Training (AT) operation.

### **Uniform Alteration and Turn-In**

As a reservist, you do not rate a subsidy for maintaining uniforms. Rather, uniforms are issued to you and renewed subject to regulations. Please contact the S-4 (Supply) section for further guidance.

### **Key Volunteer Network and Family Day**

The unit has a Key Volunteer Network of volunteers gained from the family and friends of the Marines of this unit. The Key Volunteer:

- Is a family member of a Marine in the unit
- Must complete Key Volunteer Training
- Serves as a communication link between the unit and it's families
- Assists in developing and maintaining a sense of community within the unit
- Is a reliable source of information and referral

The Key volunteer Network for the Reserve community faces unique challenges. The families of a reserve unit are often geographically dispersed with varying access to military resources. The task of providing adequate communication and information and referral may require more volunteers than a unit whose families reside in one geographic area such as a Marine Corps Installation. More information on the Marine Forces Reserve (MARFORRES) Key Volunteer Network can be found at <http://www.mfr.usmc.mil/hq/mccs/>.

Family day is appreciation day where Marines and the unit celebrate the contribution the Marine Family gives to the unit. This day is generally a low-key affair where fun and networking are the goal. Friends and acquaintances are also invited.

#### **Commissary and Exchange**

As a reservist you have unlimited access to both these kinds of facilities.

#### **Marine Corps Reserve Categories**

The Marine Corps Reserve is divided, by law, into three categories - Ready Reserve, Standby Reserve and Retired Reserve

**1. Ready Reserve.** The ready reserve consists of units and members of the Marine Corps Reserve subject to recall for active duty in time of war or a national emergency, or when otherwise authorized by law. There are two subcategories in the Ready Reserve, the **Selective Marine Corps Reserve (SMCR)** and the **Individual Ready Reserve (IRR)**.

**a. Selected Marine Corps Reserve.** The SMCR consist of three elements-SMCR units, Individual Mobilization Augmentees (IMA) and the Active Reserve (AR)

(1) **SMCR units.** SMCR units make up the 4<sup>th</sup> Marine Division (4<sup>th</sup> MARDIV); 4<sup>th</sup> Force Service Support Group (4<sup>th</sup> FSSG); the 4<sup>th</sup> Marine Aircraft Wing (4<sup>th</sup> MAW); I Marine Expeditionary Force Augmentation Command Element (I MACE), Pacific; and II Marine Expeditionary Force Augmentation command Element (II MACE), Atlantic.

(2) **Individual Mobilization Augmentees (IMA).** An IMA Marine is a member of the SMCR, but is not a member of an SMCR unit. The IMA program provides a source of trained and qualified individuals to fill a time-sensitive portion of the Active component wartime structure. Most IMA Marines are attached to active duty units in support of the nine operational Commander-in-Chiefs (CINCS) and governmental agencies.

(3) **Active Reserve (AR).** The AR program consists of Reserve officer and enlisted Marines who serve in designated, full-time active billets. This program, established in 1994, evolved from the former Full Time Support (FTS) program and currently employs nearly 2,400 Reserve Marines. AR Marines support the organization, training, instruction, retention, and administration of the Marine Corps Reserve. The AR program provides qualified Marines an opportunity to serve on active duty and qualify for retirement benefits after 20 years of service. AR Marines are assigned to Major Marine Corps bases and stations, headquarters, and reserve unit locations.

**b. Individual Ready Reserve (IRR).** Members of the IRR have opportunities for paid temporary active duty and non-paid inactive duty. The IRR consists of all Marines in the Ready Reserve not affiliated with the SMCR who:

- (a) have not completed their Mandatory Service Obligation (MSO); or
- (b) have completed their MSO and are in the Ready Reserve by voluntary agreement; or

(c) have not completed their MSO (are mandatory participants), but are transferred to the IRR.

c. **IRR members also serve at a Mobilization Unit (MTU).** An MTU is an administrative organization of enlisted (sergeant and above) and officer IRR members who work on projects to support and enhance the combat readiness of the Marine Corps. MTUs provide a means of increasing the mobilization readiness of IRR members. In practice, MTUs meet, confer and carry out duties and projects for Operations Sponsors.

2. **Standby Reserve.** The Standby Reserve consists of Marines not in the Ready or Retired Reserve who are subject to recall to active duty in time of war or a national emergency declared by Congress.

Marines are assigned to the Standby Reserve for a variety of reasons. Those who have completed their initial (MSO) may request assignment in the Standby Reserve. Marines who are key employees (e.g., members of Congress, federal judges, and heads of departments confirmed by the Senate) are transferred to the Standby Reserve during the time of such employment. Also, those Marines who are unable to maintain active participation in the Marines Corps Reserve (i.e., attending school, new job, etc.), experience a temporary physical disability, or fail to obtain a physical examination as required, may be assigned to the Standby Reserve. The Standby reserve is comprised of Marines on the Active Status List (ASL) or the Inactive Status List (ISL).

### 3. Retired Reserve

a. **Fleet Marine Corps Reserve (FMCR).** The Fleet Marine Corps Reserve is composed of enlisted personnel who have completed 20, but less than 30 years of active service and are receiving retainer pay. After 30 years of service, members of the FMCR are transferred to a retired list.

b. **Retired Reserve Awaiting Pay (Gray Area Retiree).** This category consists of eligible Reserve Marines who have completed at least the required 20 years of qualifying service, and have requested transfer to the Retired Reserve with pay. Retirement pay begins upon application by the member at age 60.

c. **Retired Reserve in Receipt of Retired Pay.** This category consists of Reserve Marines with at least 20 years of qualifying service who at age 60 applied for and are receiving retired pay. Members are placed on the Retired List of the Marine Corps Reserve.

4. **Active Duty Special Work (ADSW).** The ADSW Program is designed to provide the Marine Corps a means to utilize Reserve personnel, through short tours of active duty, to provide necessary skilled manpower assets to support existing or emergent requirements. It provides opportunities for Reserve Marines in the SMCR and IRR to support short-term requirements, special projects, and exercise support participation for both the Active and Reserve forces. ADSW Marines are assigned to major Marine Corps bases and stations, headquarters, and reserve unit locations as needs are identified by OpSponsors.

### Active duty training for SMCR Marines

1. **Annual Training (AT)** - AT is a period of Active Duty Training (ADT) used to train SMCR/IMA personnel for the purpose of providing trained units and qualified personnel to fill the needs of the Marine Corps in time of war or national emergency.

2. **Alternate Annual Training (AltAT)** - SMCR personnel may attend a two-week formal course of instruction as AltAT. However, request to substitute such training must be approved at the unit Commander's level.

3. **Additional Active Duty Training.** Upon authorization by Commanding Generals, 4<sup>th</sup> MarDiv, 4<sup>th</sup> MAW, 4<sup>th</sup> FSSG, and MCRSC (as appropriate), SMCR/IMA personnel may attend any training, except RCT, as additional ADT.
4. **Inactive Duty Training (IDT).** Training, instruction, or duty periods performed by reservist on duty commonly referred to as drills or training periods. The objective is to enhance readiness, increase mobilization potential, develop military skills, and provide training not otherwise available to Marines.

#### **Additional Paid Inactive Duty Training Periods**

1. **Additional Training Period (ATP).** ATPs are performed by SMCRs to accomplish additional required training as defined by a unit's wartime mission or a member's operational sponsor. An ATP may be performed by commanders, key training, administrative or support officers, and enlisted Marines for preparation of training programs, lesson plans, training aids and the like. ATPs cannot be used for general administrative functions, inspection, AT preparation, or other duties unrelated to training programs. An ATP must last for four hours and no more than two ATPs may be performed in one day. Additionally, no more than 30 ATPs may be performed per FY.
2. **Readiness Management Period (RMP).** RMPs are performed by SMCRs to support ongoing day-to-day operations of the unit/ops sponsor. RMPs may be used to perform administrative functions, training preparation, support activities, and maintenance functions necessary to maintain a state of readiness. These training periods will only be used where sufficient active duty personnel are not available to accomplish these duties. RMPs must last at least four hours, but only one can be performed in a day, with a maximum of 30 per FY.

#### **Reserve Retirement Point System**

Reserve Retirement "Credit" and "Points" are terms used interchangeably. They refer to the method provided by law for awarding credit for actual or constructive days of service. An anniversary year is a period of 12 consecutive months and is based on the date of initial obligation in the Marine Corps Reserve. Points are used to determine qualifying service for retirement eligibility and for computing the amount of retired pay to be received. They are also used to determine promotion eligibility and retention.

Each member of the Reserve is credited with retirement points based on participation during each "**anniversary year.**" A minimum of 50 retirement points, accrued within one anniversary year, constitutes a qualifying year of federal service creditable for retired pay purposes.

#### **Medical Terms**

1. **Temporarily Not Physically Qualified (TMPQ).** Drilling Marines who are identified as TMPQ due to illness or injury that was not incurred as a result of military duty cannot perform any period of IDT or active duty. TMPQ is defined as "an injury or illness that will prevent the member from drilling for a minimum of two but not to exceed six months."
2. **Not Physically Qualified (NPQ).** A Marine who is classified as TNMQ for six months must have an NPQ determination submitted to the Special Assistant for Physical Qualifications and Review, Department of the Navy, Bureau of Medicine and Surgery. In absence of a military medical officer's finding, documentation from a civilian physician will suffice.
3. **Notice of Eligibility (NOE).** An NOE is a document authorizing medical care and/or incapacitation pay to Marines due to a service-connected

condition incurred while performing AD for 30 days or less, or IDT, to include travel directly to or from training. Members are entitled to appropriate treatment, Notice of Eligibility Benefits for Members of the Marine Corps Reserve.

4. **Injury on IDT, AT, ADT, or ADSW.** Marines injured while on IDT or active duty orders 30 days or less will have their orders terminated due to incapacitation but shall become entitled to NOE benefits at the end of their active duty period.

#### **Pay and Allowances**

In general, the same charts for pay and allowances apply to both Reserve and Active Duty personnel. The most obvious difference is that for drills performed, the Marine earns a day's pay for each drill period (a drill period is a minimum of four hours, a maximum two drill periods may be performed each day). Thus, on a typical drill weekend, a reserve Marine is usually entitled to four days basic pay for two day's work. Drill pay, however does not include the allowances that are available to Marines on active duty.

While on active duty, the Marine receives active duty pay, plus any applicable entitlements (i.e. Basic Allowance for Subsistence [BAS] and Basic Allowance for Housing [BAH]). While on active duty, Reserve members are eligible for all entitlements.

1. **Drill Status.** Personnel participating in Marine Reserve programs are assigned under inactive duty training orders n either pay or non-pay status.
  - a. **Drill Pay Status (DP).** The term applied to personnel drilling with pay, regardless of the type of participation or duties performed. One day of basic pay is earned for each regularly scheduled training period satisfactorily completed.
  - b. **Non - Pay Status (NP).** The term applied to individuals drilling under competent orders without pay due to unsatisfactory drill participation.

#### **Procedures to Reschedule Inactive Duty Training periods (RIDT)**

1. Marines rescheduling drills must use their chain of command so an approval can be made by the Commanding Officer prior to the drill weekend that the Marine needs off. To make up a drill, the Rescheduled Inactive Duty Training (RIDT) form must be completed. The section leader and the Marine will report to the First Sergeant as his schedule dictates to receive approval. Dates requested to make up IDT periods must be approved by the First Sergeant or Commanding Officer and the I&I Section Head.
2. It is the responsibility of each section leader to insure that their Marines make up all missed IDT periods.
3. All Marines will attend Annual Training (AT) Duty unless the following applies:
  - a. Marine has attended an annual training duty which was not an additional period of active duty.
  - b. Marine is scheduled to attend a Marine Corps School that had been approved by the Inspector-Instructor Staff. (i.e. non-resident PME school)
  - c. Marine is scheduled to attend incremental training. (i.e. MOS school, MCT)
  - d. Failure to attend either Inactive Duty for Training or Annual Training will result in a recommendation to an Administrative Discharge under Other Than Honorable conditions.